

COVID-19 Return to Work Safely Protocol

Checklist No. 7 - Lead Worker Representative

This checklist has been developed to help those appointed as a Lead Workplace Representative understand their role in helping to help prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie

Note: There may be specific COVID-19 guidance in place for some work sectors – see hpsc.ie

No.	Control	✓Yes	✓ No	Action Required
1.	Have you agreed with your employer or manager to act as a Lead Worker Representative for your workplace or work area?			
2.	Have you been provided with information and training in relation to the role of Lead Worker Representative?			
3.	Are you keeping up to date with the latest COVID-19 advice from Government?			
4.	Have you taken the HSA Lead Worker Representative online course at hsa.ie/covid19 ?			
5.	Have you viewed or downloaded the Lead Worker Representative poster? See hsa.ie/covid19			
6.	Are you aware of the signs and symptoms of COVID-19 ?			
7.	Do you know how the virus is spread ?			
8.	Do you know how to help prevent the spread of COVID-19?			
9.	Have you been brought through an induction before returning to your workplace?			
10.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?			

No.	Control	✓Yes	✓ No	Action Required
11.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)			
12.	Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)			
13.	Did your employer consult with you when putting control measures in place?			
14.	Have you a means of regular communication with your employer or manager?			
15.	Are you co-operating with your employer to make sure these control measures are maintained?			
16.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)			
17.	Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)			
18.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?			
19.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?			
20.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?			
21.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)			
22.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?			

No.	Control	✓ Yes	✓ No	Action Required
23.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?			
24.	Are you helping in maintaining the worker contact log?			
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?			
26.	Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?			
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue?			
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?			
	Additional Information			

Name: _____ Signature: _____ Date: _____

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